Center for Educational Performance and Information (CEPI)

Michigan Education Information System (MEIS)

Registry of Educational Personnel (REP)

Addendum to the Data Field Descriptions End-of-Year 2006 Submission

March 14, 2006

Questions?
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E-mail: Help-Desk@michigan.gov

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Information Regarding the EOY 2006 REP Submission

Reporting of School Personnel and Contracted Employees

Overview

Districts are required to report ALL school personnel beginning with the EOY 2006 REP Submission, as stated on pages 26 and 43 of the EOY 2006 REP Data Field Descriptions. This includes day-to-day substitute teachers, all contracted employees, and other personnel who are regularly and continuously employed in the district. This requirement is a result of the recent School Safety Legislation (2005 PA 129-131 and 138) that went into effect on January 1, 2006.

Contracted Employees

The School Safety Legislation defines a contracted employee as any individual who works regularly or continuously under contract in a school. These employees must be reported in the REP. This includes food service, custodial, transportation, and other contracted employees who provide instructional and/or non-instructional services to the district. Individuals who provide intermittent or sporadic services such as roofing repairs, furnace maintenance, etc., are not required to be reported at this time.

Reporting of Day-to-Day Substitute Teachers

In an effort to streamline the reporting of day-to-day substitute teachers to meet the reporting requirements of the School Safety Legislation, it has been determined that day-to-day substitute teachers may be submitted to the Registry of Educational Personnel (REP) with fewer data elements. The required fields are those that are necessary for accurate reporting of the employees' records, so that the crosscheck of data may be completed with the Michigan State Police.

The assignment code "00SUB" (day-to-day substitute teacher) has been added for reporting of day-to-day substitute teachers. Districts are encouraged to use this new assignment code "00SUB" for day-to-day substitute teachers, as the use of this code allows reporting of fewer data elements. However, if a district chooses to use "000NX" (Other) to report day-to-day substitute teachers, the district will be required to submit all of the fields appropriate for the assignment code.

A day-to-day substitute teacher is an individual employed by a district to serve in short-term assignments that are less than one semester in length. A school district can employ a person under a substitute teacher permit as long as the assignment is less than one semester. (Source: Office of Professional Preparation Services, Michigan Department of Education)

Online Submission: A special submission screen for day-to-day substitute teachers is available in the REP Application. Instructions for the submission of day-to-day substitute teachers are available in the EOY 2006 REP User's Guide. The User's Guide will be available when the REP opens on April 1, 2006.

Bulk Upload Submission: Day-to-day substitute teachers may be included in bulk upload files with the limited number of required fields. Edits placed on the new assignment code "00SUB" allow districts to omit fields not listed in this addendum. Use of the "000NX" assignment code for day-to-day substitutes will require the submission of all fields appropriate for the assignment code.

School/Facility Code: Day-to-day substitute teachers who work in multiple schools/facilities may be reported with a school/facility code of "00000" (central administrative unit).

The fields listed below are required for the submission of day-to-day substitute teachers. Refer to the EOY 2006 REP Data Field Descriptions for complete information regarding field definitions. Information about Field 10 reporting is included in this addendum.

Field 1: Date of Count
Field 2: Operating ISD/ESA Number
Field 3: Operating District Number
Field 4: Last Name
Field 5: First Name
Field 6: Middle Initial
Field 7: Social Security Number, or Field 8
Field 8: Credential License Number, or Field 7
Field 9: Date of Hire
Field 10: School/Facility; Position Assignment "00SUB" (day-to-day substitute teacher); all other field 10 elements must be left blank
Field 13: Date of Birth
Field 14: Gender Code
Field 15: Racial/Ethnic Code
Field 25: Employment Status
Field 26: Date of Termination of Employment (when Field 25 is reported with a code of "01" through "19")
Note: When using the bulk upload option, the fields that are not required must be left blank.

Reporting of Non-Instructional Employees (Assignment Codes 81500 through 99900)

Non-instructional employees who are employed by a district and who work less than 0.5 full-time equivalency (FTE) may be reported with fewer required data elements. The required fields are those necessary for accurate reporting of the employees' records to the federal government as well as those necessary for the crosscheck of data by the Michigan State Police. These employees include substitutes (temporaries) for positions such as secretarial, custodial, and food service, as well as other non-instructional positions.

Online Submission: A special submission screen for non-instructional employees with assignment codes 81500 through 99900 is available in the REP Application. Instructions for the use of the submission screen are available in the EOY 2006 REP User's Guide. The User's Guide will be available when the application opens on April 1, 2006.

Bulk Upload: Non-instructional employees may be included in the bulk upload file with the limited number of required fields. The edits will be based upon the FTE count reported for the employee. Any non-instructional employee with less than 0.5 FTE reported may be submitted with the reduced number of fields as listed in this document.

School/Facility Code: Non-instructional staff members who work in multiple school/facilities may be reported with a school/facility code of "00000" (central administrative unit).

Assignment Code: Report the appropriate assignment code for the position held by the contracted employee.

The fields listed below are required for the submission of contracted non-instructional employees with an FTE of less than 0.5. Refer to the EOY 2006 REP Data Field Descriptions for complete information regarding the field definitions.

Field 1: Date of Count
Field 2: Operating ISD/ESA Number
Field 3: Operating District Number
Field 4: Last Name
Field 5: First Name
Field 6: Middle Initial
Field 7: Social Security Number
Field 9: Date of Hire
Field 10: School/Facility Code; Position Assignment, FTE. All other field 10 elements must be left
          blank.
Field 13: Date of Birth
Field 14: Gender Code
Field 15: Racial/Ethnic Code
Field 25: Employment Status
Field 26: Date of Termination of Employment (when Field 25 is reported with a code of "01" through
          "19")
Note: When using the bulk upload option, the fields that are not required must be left blank.

Field 10: Position Assignment – Day-to-Day Substitute Teachers

Submission date:
First business day in December and June 30

Field use:
Revised School Code, MCL 380.1231, 388.1233, 388.1280;
School Aid Act, MCL 388.1613, 388. 1619;
Department of Education Budget FY 2003-2004 PA 145, § 501;
NCLB, 20 USC 6319, 20 USC 6311;
IDEA, 20 USC 1400 (Sec. 618)

State of Michigan office contact:
Position Assignment Codes
 Frank Ciloski, 517-373-3310, ciloskif@michigan.gov
Teacher Placement Questions
 Office of Professional Preparation Services, 517-373-3310
Substitute Permits
Karen Taylor, 517-373-3310, taylork@michigan.gov

Field specification:
50 characters, repeated nine times

Record position/type:
172-621, character

Database field name:
SchoolCodePositionAssignmentCurrentGrade
AssignmentFTEWageAccounting/Function CodeHighly
QualifiedAcademicMajorAcademicMinorAdministratorContinuing
EducationNumberofClassesTaught

SIF tag:
<>

Code/format:
This is a 450-position field formatted with eleven codes that are
repeated nine times: school (NNNNN), position assignment
(NNAAA, NNNAA, or NNNNN), current grade-level assignment
(Boolean), FTE (N.NN), wage (NNN.NN), accounting/function code
(NNN), Highly Qualified Status (N), Academic Major (N),
Academic Minor (N), Administrator Continuing Education
Requirement (N), and Number of classes taught (N).

Dependencies with other fields:
Field 7: Social Security Number   Field 25: Employment Status
Field 8: Credential License Number Field 26: Date of Termination

Programming edits: For day-to-day substitute teachers, report the school/facility and the
assignment code "00SUB". Do not report any other field 10 data elements, or a fatal error will

be reported. For bulk upload files, report the assignment code "00SUB" and the school/facility only. The remaining data elements must be left blank or a fatal error will be reported.

Assignment Code: 00SUB   Day-to-Day Substitute Teacher
This assignment code "00SUB" may only be used for staff members working in day-to-day substitute teaching positions. A day-to-day substitute teacher is an individual employed by the district to serve in short-term teaching assignments that are less than one semester in length. Therefore, a school district can employ a person using a substitute teaching permit as long as the teaching assignment is less than one semester.